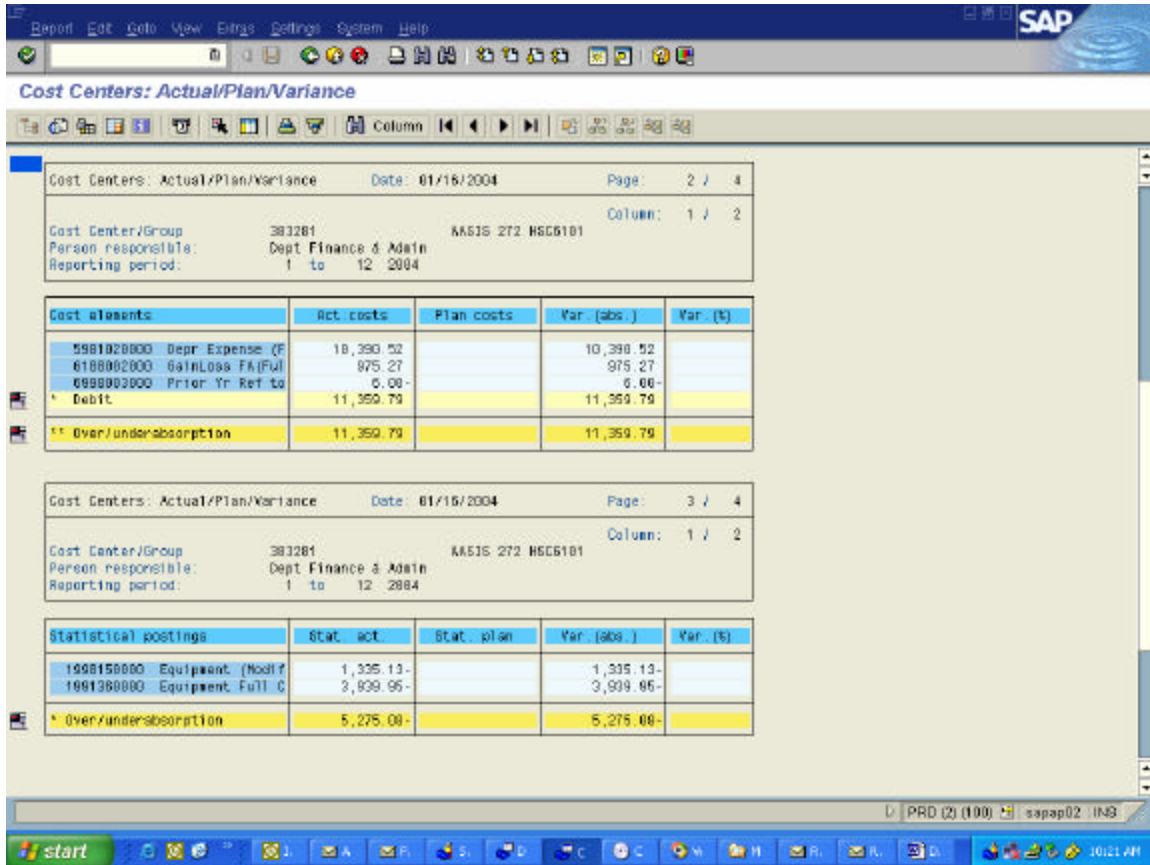




Change Settings to Enable Additional Report Options

Below is an example of a Cost Center Accounting report in AASIS.



The screenshot shows the SAP Cost Centers: Actual/Plan/Variance report. The report is displayed in two pages. The first page shows the 'Cost elements' table, and the second page shows the 'Statistical postings' table. Both tables include columns for 'Act. costs', 'Plan costs', 'Var. (abs.)', and 'Var. (%)'. The report is for Cost Center/Group 381281, Person responsible: Dept Finance & Admin, and Reporting period: 1 to 12 2004. The date is 01/16/2004. The page number is 2 / 4.

Cost elements	Act. costs	Plan costs	Var. (abs.)	Var. (%)
5981020000 Depr Expense (F)	10,390.52		10,390.52	
6188002000 Gain/Loss FA(FUL)	975.27		975.27	
6988002000 Prior Yr Ret to	0.00		0.00	
* Debit	11,365.79		11,365.79	
** Over/undersubscription	11,365.79		11,365.79	

Statistical postings	Stat. act.	Stat. plan	Var. (abs.)	Var. (%)
1998150000 Equipment (Modif)	1,335.13		1,335.13	
1991360000 Equipment Full C	2,939.06		2,939.06	
* Over/undersubscription	5,275.00		5,275.00	



Change Settings to Enable Additional Report Options

You may discover that your report menu does not include the export option. This is primarily found with standard SAP reports.

The screenshot shows the SAP Plan/Variance report interface. The 'Report' menu is highlighted, showing options: Print... (Shift+F1), Segd... (Shift+F5), and Exit (Shift+F3). The report title is 'Plan/Variance'. The header section displays 'Cost Centers: Actual/Plan/Variance', 'Date: 01/16/2004', 'Page: 2 / 4', and 'Column: 1 / 2'. The 'Cost Center/Group' is '381281', 'KASIS 272 HSC6101', 'Person responsible: Dept Finance & Admin', and 'Reporting period: 1 to 12 2004'.

Cost elements	Act. costs	Plan costs	Var. (abs.)	Var. (%)
5981020000 Depr. Expense (F)	10,390.52		10,390.52	
6188002000 Gain/Loss FA(FW)	975.27		975.27	
6888003000 Prior Yr Ref to	0.00		0.00	
* Debit	11,365.79		11,365.79	
** Over/undersorption	11,365.79		11,365.79	

The second page of the report shows 'Statistical postings' with the same header information. The table displays:

Statistical postings	Stat. act.	Stat. plan	Var. (abs.)	Var. (%)
1988150000 Equipment (Modif)	1,335.13		1,335.13	
1981380000 Equipment Full C	3,939.96		3,939.96	
* Over/undersorption	5,275.09		5,275.09	

The status bar at the bottom indicates 'PRD (2) (100)' and 'sapap02 IN3'.



Change Settings to Enable Additional Report Options

To enable this option, select 'Settings' in the SAP menu and choose 'Options'.

The screenshot shows the SAP Cost Centers: Actual/Plan/Variance report. The 'Settings' menu is open, and the 'Options...' option is highlighted. The report displays two tables of cost data for Cost Center 383281, dated 01/16/2004.

Cost Elements Table:

Cost elements	Act. costs	Plan costs	Var. (abs.)	Var. (%)
5981020000 Depr Expense (F	10,390.52		10,390.52	
6188002000 GainLoss FA(Ful	975.27		975.27	
6988002000 Prior Yr Ret to	0.00		0.00	
* Debit	11,365.79		11,365.79	
** Over/undersubscription	11,365.79		11,365.79	

Statistical postings Table:

Statistical postings	Stat. act.	Stat. plan	Var. (abs.)	Var. (%)
1998150000 Equipment (Modif	1,335.13		1,335.13	
1991360000 Equipment Full C	3,939.06		3,939.06	
* Over/undersubscription	5,275.00		5,275.00	



Change Settings to Enable Additional Report Options

The “Options” screen will appear.



The screenshot shows the SAP Cost Centers: Actual/Plan/Variance report. The Options dialog box is open on the left, showing the following settings:

- General Settings:**
 - ☒ Expert mode
- List Output:**
 - ☐ Print page formatting
 - ☐ Freeze Page-Header
 - ☒ Freeze lead column
 - ☒ Display icons
- Exit Report:**
 - ☒ Send confirmation prompt
- Default Settings:**
 - ☐ Save settings
 - ☐ Create extract
- Office Integration:**
 - ☒ Inactive
 - ☐ Microsoft Excel
 - ☐ Lotus 123
- ☒ Worksheet protection

The main report area displays two tables. The first table is for Date: 01/16/2004, Page: 2 / 4, Column: 1 / 2. The second table is for Date: 01/16/2004, Page: 3 / 4, Column: 1 / 2. Both tables show costs, Plan costs, Var. (abs.), and Var. (%).

Costs	Plan costs	Var. (abs.)	Var. (%)
350.52		10,399.52	
975.27		975.27	
0.00		0.00	
350.79		11,359.79	
350.79		11,359.79	

Costs	Plan costs	Var. (abs.)	Var. (%)
335.13		1,335.13	
939.95		3,939.95	
275.00		5,275.00	



Change Settings to Enable Additional Report Options

Uncheck the 'Expert mode' box and click on the check button to save your changes.

The screenshot shows the SAP Cost Centers: Actual/Plan/Variance report. The 'Options' dialog box is open on the left, with the 'General Settings' tab selected. The 'Expert mode' checkbox is unchecked. The 'List Output' section has 'Print page formatting' and 'Freeze Page-Header' unchecked, while 'Freeze lead column' and 'Display icons' are checked. The 'Exit Report' section has 'Send confirmation prompt' checked. The 'Office Integration' section has 'Inactive' selected, 'Microsoft Excel' and 'Lotus 123' unselected, and 'Worksheet protection' checked. The 'Check' button is highlighted with a red 'X' icon. The background report shows two pages of data for date 01/16/2004. The first page shows actual costs, plan costs, and variances for various cost centers. The second page shows the same data for a different date, 01/15/2004. The bottom status bar indicates 'PRD (2) (100)' and 'sapap02 IN3'.

Costs	Plan costs	Var. (abs.)	Var. (%)
350.52		10,399.52	
975.27		975.27	
0.00		0.00	
350.79		11,359.79	
350.79		11,359.79	

Costs	Stat. plan	Var. (abs.)	Var. (%)
335.13		1,335.13	
3,939.95		3,939.95	
5,275.08		5,275.08	



Change Settings to Enable Additional Report Options

Go to the SAP menu, select 'Settings' and choose 'Options' again.

The screenshot shows the SAP Cost Centers: Actual/Plan/Variance report. The 'Settings' menu is open, and the 'Options...' option is highlighted. The report displays two tables of cost data for Cost Center 383281, dated 01/16/2004.

Table 1: Cost Elements

Cost elements	Act. costs	Plan costs	Var. (abs.)	Var. (%)
5981020000 Depr Expense (F	10,390.52		10,390.52	
6188002000 GainLoss FA(Ful	975.27		975.27	
6988003000 Prior Yr Ret to	0.00		0.00	
* Debit	11,365.79		11,365.79	
** Over/undersubscription	11,365.79		11,365.79	

Table 2: Statistical postings

Statistical postings	Stat. act.	Stat. plan	Var. (abs.)	Var. (%)
1998150000 Equipment (Modif	1,335.13		1,335.13	
1991360000 Equipment Full C	2,939.06		2,939.06	
* Over/undersubscription	5,275.00		5,275.00	



Change Settings to Enable Additional Report Options

Check the 'Expert mode' box and click the 'Check' button to save your changes.

The screenshot shows the SAP Cost Centers: Actual/Plan/Variance report interface. The 'Options' dialog box is open on the left, with the 'Expert mode' checkbox checked. The main report area displays two tables of cost data for the date 01/15/2004. The first table shows costs, plan costs, and variances in absolute and percentage terms. The second table shows the same data for a different cost center or period.

Options Dialog Box:

- General Settings:**
 - ☒ Expert mode
- List Output:**
 - ☐ Print page formatting
 - ☐ Freeze Page-Header
 - ☒ Freeze lead column
 - ☒ Display icons
- Exit Report:**
 - ☒ Send confirmation prompt
- Default Settings:**
 - ☐ Save settings
 - ☐ Create extract
- Office Integration:**
 - ☒ Inactive
 - ☐ Microsoft Excel
 - ☐ Lotus 123
- ☒ Worksheet protection

Main Report Data (Page 2 of 4):

Costs	Plan costs	Var. (abs.)	Var. (%)
350.52		10,399.52	
975.27		975.27	
0.00		0.00	
350.79		11,359.79	
350.79		11,359.79	

Main Report Data (Page 3 of 4):

Cost	Stat. plan	Var. (abs.)	Var. (%)
335.13		1,335.13	
939.95		3,939.95	
275.00		5,275.00	



Change Settings to Enable Additional Report Options

Go to the SAP menu, select 'Report'. You now have additional report options including the ability to export the report.

The screenshot shows the SAP Plan/Variance report interface. The 'Report' menu option is circled in orange, and an arrow points to it. The report displays two tables: 'Cost elements' and 'Statistical postings'. Both tables show actual costs, plan costs, and variances. The 'Cost elements' table includes rows for Depreciation Expense, Gain/Loss, and Prior Year Refund. The 'Statistical postings' table includes rows for Equipment (Modified) and Equipment (Full Cost). The report is dated 01/15/2004 and is page 2 of 4.

Cost elements	Act. costs	Plan costs	Var. (abs.)	Var. (%)
5901020000 Depr. Expense (F)	10,390.52		10,390.52	
6100002000 Gain/Loss FA(Fu)	975.27		975.27	
6000002000 Prior Yr Ref to	0.00		0.00	
* Debit	11,365.79		11,365.79	
** Over/undersorption	11,365.79		11,365.79	

Statistical postings	Stat. act.	Stat. plan	Var. (abs.)	Var. (%)
1900150000 Equipment (Modif)	1,335.13		1,335.13	
1901300000 Equipment Full C	3,939.96		3,939.96	
* Over/undersorption	5,275.09		5,275.09	



Change Settings to Enable Additional Report Options

This process will also add the 'Export' icon to the application menu bar.



Report Edit Goto View Extras Settings System Help

Act/Plan/Commit

Export report (Shift+F2)

Page: 2 / 3

Cost Center/Group: 383201 Ctrl Adm 272 HSC6101

Person responsible: Dept Finance Admin

Reporting period: 1 to 12 2004

Cost elements	Actual	Commitment	Assigned	Plan	Available
4047099000 Misc Revenue	100.00		100.00		100.00
5010001000 00 Regular Salari	212,114.64		212,114.64	477,611.00	265,496.36
5010002000 01 Extra Help Sa	2,932.98		2,932.98	41,512.00	38,579.02
5010005000 03 FICA & Medic	18,074.84		18,074.84	35,555.00	17,480.06
5010006000 03 Ben Ins. Exp H	11,760.00		11,760.00	23,520.00	11,760.00
5010006500 Agency Cost of A	551.01		551.01		551.01
5010007000 03 Retirement Ex	17,218.53		17,218.53	47,441.00	30,222.47
5010008000 03 Unemploy Comp	574.25		574.25	2,076.00	1,501.75
5010009000 03 Worker Comp E	6,080.62		6,080.62	10,382.00	4,301.38
5020001000 Postage	15.93		15.93	3,081.00	3,065.07
5020002000 Telecomm Wired	1,364.41		1,364.41	5,732.00	4,367.59
5020003000 Telecomm Wireles	263.91		263.91	4,092.00	3,828.09
5020005000 Freight	23.14	31.40	54.54		54.54
5030001000 Printing				17,353.00	17,353.00
5030002000 Bind Copy Collat	14.60		14.60		14.60
5030005000 02-Bldg & Grds M	319.80		319.80	3,468.00	3,148.20
5030007000 Hauling & Moving	30.00		30.00	521.00	491.00
5030008000 Office Equip Mai				3,264.00	3,264.00
5030012000 02 - Vehicle Mai	96.63		96.63		96.63
5040003000 Water & Sewage				1,262.00	1,262.00
5040005000 Rent of Faciliti	35,330.40		35,330.40	70,661.00	35,330.60
5040007000 Rent of Office E				5,057.00	5,057.00
5040011000 Other Rent & Lea	683.43		683.43		683.43
5050001000 02 - Mileage	43.40		43.40	2,258.00	2,214.60
5050002000 09 - Mileage	316.20		316.20		316.20
5050003000 02 Meals & Lodgi	431.68		431.68	1,383.00	951.32
5050004000 09 Meals & Lodgi	1,938.96		1,938.96	3,691.00	1,752.04
5050006000 09 Common Carrie	599.00		599.00	1,956.00	1,357.00
5050010000 09 Ground Transp	26.00		26.00	232.00	206.00
5050011000 02 Parking Fees	19.69		19.69		19.69
5050012000 09 Parking Fees				288.00	288.00
5050018000 09 Conf Seminar	990.00		990.00	4,027.00	3,037.00
5060001000 Professional Adm				10,000.00	10,000.00

PRD (1) (100) sapap03 INS

Start SAP Logon 620 Inbox - Micros... Act/Plan/Co... CREATING AS... Document1 - ... FBI TEAM HOW TO CHA... 10:37 AM